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ABSTRACT

A glossary of terms used in the Integrated Postsecondary Education Data System (IPEDS) is presented. IPEDS is a group of 10 surveys designed to collect data from all primary providers of postsecondary education and is a major part of data collection for the federal Center for Education Statistics. In developing IPEDS, a set of common data elements consistent for all providers of postsecondary education was established, as were sets of unique data elements applicable only to particular types of postsecondary education providers. The creation of unique data elements required multiple versions of 6 of the 10 IPEDS surveys. A table is included that is a key to the IPEDS survey forms that institutions will receive according to highest level of offering and level of control. (SW)

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INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM

GLOSSARY

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INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM

GLOSSARY

by
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February 1987

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GLOSSARY

INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM

This is a glossary of the terms used in the Integrated Postsecondary Education Data System (IPEDS). IPEDS is a group of 10 surveys designed to collect data from all primary providers of postsecondary education. IPEDS is a major component of the postsecondary education data collection program in the U.S. Department of Education's Center for Education Statistics (CES). It will help CES meet its mandate to report full and complete statistics on the condition of postsecondary education in the United States.

In developing IPEDS, a set of common data elements consistent for all providers of postsecondary education was established. Also established were sets of unique data elements applicable only to particular types of postsecondary education providers. The creation of unique data elements required multiple versions of 6 of the 10 IPEDS surveys. The attached table is a key to the IPEDS survey forms that institutions will receive according to highest level of offering and level of control.

IPEDS was developed by CES with extensive help from providers and users of postsecondary education data. CES contacted hundreds of people representing data providers, data users, State agencies, and Federal agencies. Survey instruments and definitions were developed with the cooperation and approval of educational and professional associations such as the American Association of Collegiate Registrars and Admissions Officers (AACRAO), the National Association of College and University Business Officers (NACUBO), and the National Association of Trade and Technical Schools (NATTS). Highlights of the IPEDS development process were:

- Forming a National Planning Committee which served in an advisory capacity to the project.
- Discussing with Federal agencies, congressional committees, and private associations their needs for postsecondary education data.
- Forming two committees comprised of data providers and subject matter experts which reviewed all drafts of IPEDS finance and student data forms.
- Discussing draft forms with the following data users and providers: State agencies, Federal agencies, researchers, and postsecondary education associations.
- Making site visits to postsecondary institutions to test IPEDS.
- Discussing the libraries component of IPEDS with the American Library Association.
- Conducting IPEDS workshops with State agency representatives.
- Consulting the Association for Institutional Research (AIR) Task Force about IPEDS.

IPEDS survey forms for institutions of postsecondary education
by highest level of offering and level of control

IPEDS surveys	Baccalaureate or higher 4 years or more			Two-year award 2 years but less than 4			Less than two-year award		
	Public	Private non-profit	Private profit	Public	Private non-profit	Private profit	Public	Private non-profit	Private profit
Institutional Characteristics	IC1*	IC1	IC1	IC2	IC2	IC3	IC2	IC3	IC3
Enrollment									
. Fall Enrollment	EF1	EF1	EF1	EF2	EF2	EF2	EF3	EF3	EF3
. Total Institutional Activity	EA1	EA1	EA1	EA2	EA2	EA2	EA2	EA2	EA2
. Occupationally Specific Program Enrollment	EP	EP	EP	EP	EP	EP	EP	EP	EP
Residence of First-Time Students	R1	R1	R1	R2	R2				
Completions	C1	C1	C1	C2	C2	C2	C3	C3	C3
Finance									
. Revenues and Expenditures	F1	F1	F1	F1	F1	F2	F3	F2	F2
Staff									
. Fall Staff	S	S	S	S	S	S	S	S	S
. Salaries, Tenure, and Fringe Benefits of Full-Time Instructional Faculty	SA	SA	SA	SA	SA		SA		
Libraries	L	L	L	L	L	L	L		

* Abbreviations denote the version of a survey form that institutions will receive.

IPEDS Glossary*

ABROAD. Any geographic location not in the aggregate United States. (IC 1, 2, 3)

ACADEMIC PROGRAM. Instructional program of a professional or non-occupationally specific nature leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees. (IC 1, 2, 3)

ACADEMIC SUPPORT (EXPENDITURES). Expenditures for the support services that are an integral part of the institution's primary mission of instruction, research, or public service. Includes expenditures for libraries, museums, galleries, audiovisual services, academic computing support, ancillary support, academic administration, personnel development, and course and curriculum development. Also includes expenditures for veterinary and dental clinics if their primary purpose is to support the institutional program. (F 1, 3)

ACADEMIC YEAR. The period of time generally extending from September to June; usually equated to two semesters or trimesters, three quarters, or the period covered by a 4-1-4 plan. (IC 1, 2, 3)

ACCREDITING AGENCIES. Agencies that establish operating standards for educational or professional institutions and programs, determine the extent to which the standards are met, and publicly announce their findings. (IC 1, 2, 3)

ADMINISTRATIVELY EQUAL INSTITUTION. Separately organized, or independently administered site or campus with its own full administration and records system within an institutional system. This institution may report to a systems office but does not report to any other institution. (IC 1, 2, 3)

ADMISSIONS TEST SCORES. Scores on standardized admissions tests or special admissions tests. (IC 1, 2, 3)

AMERICAN INDIAN OR ALASKAN NATIVE. A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition. (EF 1, 2, 3) (EP) (C 1, 2, 3)

ARCHIVES. Nonrecurrent records of an organization or institution preserved because of their continuing value. (L)

ASIAN OR PACIFIC ISLANDER. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, Samoa, India, and Vietnam. (EF 1, 2, 3) (EP) (C 1, 2, 3)

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*These terms are used in the IPEDS survey forms noted in parentheses.

ASSOCIATE'S DEGREE. An award that normally requires at least 2 but less than 4 years of full-time equivalent college work. (IC 1, 2, 3) (C 1, 2)

ATTENDANCE IN LIBRARY. The total number of persons entering the library in a typical week, including persons attending activities, meetings, and those persons requiring no staff services. (L)

AUDIO MATERIALS. Materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. These materials include audiocassettes, audiocartridges, audiodisks, audioreels, talking books, and other sound recordings. (L)

AUDIOVISUAL MATERIALS. Materials displayed by visual projection or magnification or through sound reproduction, or both, including graphic materials, audio materials, motion pictures, video materials, and special visual materials such as cartographic and three-dimensional materials. (L)

AUXILIARY ENTERPRISES (EXPENDITURES). Expenditures of essentially self-supporting operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are residence halls, college unions, student health services, college stores, intercollegiate athletics, and barber shops. (F 1, 2, 3)

AUXILIARY ENTERPRISES (REVENUES). Revenues generated by or collected from the auxiliary enterprise operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. These enterprises are managed as essentially self-supporting activities. Examples are residence halls, food services, student health services, intercollegiate athletics, college unions, college stores, and barber shops. (F 1, 2, 3)

AVOCATIONAL PROGRAMS. Instructional programs in personal interest and leisure categories whose expressed intent is not to produce postsecondary credits, nor to lead to a formal award or an academic degree, nor result in occupationally specific skills. (IC 2, 3) (EF 3)

BACHELOR'S DEGREE. An award that normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a COOPERATIVE or WORK STUDY PLAN or PROGRAM. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows the student to combine actual work experience with college studies. Also includes bachelor's degrees in which the normal 4 years of work is completed in 3 years. (IC 1, 2) (C 1)

BLACK, NON-HISPANIC. A person having origins in any of the black racial groups of Africa (except those of Hispanic origin). (EF 1, 2, 3) (EP) (C 1, 2, 3)

BOARD CHARGES. The charge for an academic year for meals, for a specified number of days per week. (IC 1, 2)

BOOKS. Nonperiodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least 49 pages, exclusive of the cover pages, or a juvenile nonperiodical publication of any length bound in hard or soft covers. (L)

BRANCH INSTITUTION. A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized programs of study, not just courses. (IC 1, 2, 3)

BRANCH LIBRARY. Auxiliary units of a main or central library that have all of the following: (1) separate quarters, (2) a permanent basic collection of books, (3) a permanent staff, and (4) a regular schedule for opening to the public. They are, however, administered from a central unit. (L)

CARTOGRAPHIC MATERIALS. Materials representing in whole or in part the earth or any celestial body at any scale. These materials include two- and three-dimensional maps and globes. (L)

CENTRAL OFFICE OR SYSTEM OFFICE. The administrative body or component responsible for supervision of a multi-institutional system. (IC 1, 2, 3)

CERTIFICATE. A formal award certifying the satisfactory completion of a postsecondary education program. (IC 1, 2, 3) (C 1, 2, 3)

CHIEF ADMINISTRATOR. The principal administrative official responsible for the direction of all affairs and operations of a postsecondary educational institution or that component of an organization that conducts postsecondary education and may report to a governing board. (IC 1, 2, 3)

CIP (CLASSIFICATION OF INSTRUCTIONAL PROGRAMS). CES publication that classifies instructional programs by standard terminology for curriculum and instruction in local and State school systems and postsecondary institutions. (IC 1, 2, 3) (EP) (C 1, 2, 3)

CIRCULATION TRANSACTIONS. Items lent from the general and reserve collections of the library for use usually (although not always) outside the library. These activities include charging, either manually or electronically, and also renewals, each of which is reported as a circulation transaction. (L)

CLERICAL AND SECRETARIAL. Persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Includes personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paperwork required in an office, such as bookkeepers, stenographers, clerk-typists, office-machine operators, statistical clerks, payroll clerks, etc. Also includes sales clerks such as those employed full-time in the bookstore, and library clerks who are not recognized as librarians. (S)

COLLEGE WORK STUDY PROGRAM (CWS). (Public Law 89-329, as amended, Public Law 94-482, Higher Education Act of 1965, Title IV-C; 42 U.S. Code, sec. 275-1976.) A program designed to stimulate and promote the part-time employment of students with demonstrated financial need in eligible institutions of higher education who need earnings from employment to finance their course of study. This program provides grants to institutions for partial reimbursement of wages paid to students. (IC 1, 2, 3)

COMPUTER SOFTWARE. Programs, procedures, and associated documentation that instruct the computer to perform certain tasks. The physical components of a computer (hardware) are not included in this category. (L)

CONSERVATION. Specific measures, individual or collective, undertaken for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, materials conversion, deacidification, lamination, and restoration. (L)

CONTACT HOUR. A unit of measure that represents an hour (50 - 70 minutes) of scheduled instruction given to students. The total number of hours spent by all students in scheduled instructional activities during a specified period of time can be determined as follows:

> If a course with an enrollment of 20 students meets 3 hours per week for 15 weeks, the number of student contact hours is 20 x 3 x 15 = 900. Similarly, if a course with an enrollment of 20 students meets 8 hours per day for 2 days, the number of student contact hours is 20 x 8 x 2 = 320. (IC 1, 2, 3) (EA 1, 2)

CORRESPONDENCE. Method of instruction with students receiving structured units of information and accompanying material completely through the mail. (IC 1, 2, 3)

COUNSELING SERVICE. Activities designed to assist students in making plans and decisions related to their education, career, or personal development. (IC 1, 2, 3)

CREDIT. Recognition of attendance and/or performance in an instructional activity (course or program) that can be applied by a recipient to requirements for a degree, diploma, certificate, or other formal award. (IC 1, 2, 3) (EF 1, 2, 3) (EA 1, 2)

CREDIT COURSE. A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award. (IC 1, 2, 3) (EF 1, 2) (EA 1, 2)

CREDIT HOUR. A unit of measure that represents an hour of instruction that can be applied to the total number of hours needed for completing the requirements of a degree, diploma, certificate or other formal award. (EA 1, 2)

CURRENT FUNDS EXPENDITURES AND TRANSFERS. The costs incurred for goods and services used in the conduct of the institution's operations. They include the acquisition cost of capital assets, such as equipment and library books, to the extent current funds are budgeted for and used by operating departments for such purposes. (F 1, 2, 3)

CURRENT FUNDS REVENUES. Unrestricted gifts, grants, and other resources earned during the reporting period and restricted resources to the extent that such funds were expended for current operating purposes. Excludes restricted current funds received but not expended because these revenues have not been earned. (F 1, 2, 3)

CURRENT REPLACEMENT VALUE. The current costs to replace all buildings owned, rented, or used by the institution. Includes recent appraisal value or what is currently carried as insurance replacement value. Excludes the replacement values of those buildings which are a part of endowment or other capital fund investments in real estate. (F 1)

DAY CARE SERVICE. Activities designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents can participate in postsecondary educational programs. (IC 1, 2, 3)

DEGREE. An award conferred by a college, university, or other postsecondary educational institution as official recognition for the successful completion of a program of studies. (IC 1, 2, 3) (C 1, 2)

DEGREE-SEEKING STUDENTS. Students enrolled in courses for credit who are recognized by the institution as seeking a degree or formal award. At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs. (EF 1, 2) (R 1, 2)

DIPLOMA. A formal document certifying the successful completion of a prescribed program of studies. (IC 1, 2, 3) (C 1, 2, 3)

DIRECTIONAL TRANSACTIONS. An information contact that facilitates the use of the library in which the contact occurs and does NOT involve the knowledge, use, recommendation, interpretation, or instruction in the use of any information sources other than those that describe the library, such as schedules, floor plans, handbooks, and policy statements. Examples of directional transactions include giving instruction in locating, within the library, staff, library users, or physical features, etc., and giving assistance of a non-bibliographic nature with machines. (L)

DOCTOR'S DEGREE. An award that requires work at the graduate level and terminates in a doctor's degree. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public Health degree, the prior professional degree is generally earned in the closely related professional field of medicine or of sanitary engineering. (IC 1) (C 1)

DONATED SERVICES. Services provided by volunteers, members of religious orders, or by the Central or System office of an institution for which there is no charge, but that would otherwise be provided by paid employees. (S)

ELEVEN/TWELVE MONTH SALARY CONTRACT. The contracted teaching period of faculty employed for the entire year, usually a period of 11 months. (SA)

EMPLOYMENT SERVICE FOR CURRENT STUDENTS. Activities intended to assist students in obtaining part-time employment as a means for defraying part of the cost of their education. (IC 1, 2, 3)

ENDOWMENT ASSETS. Gross investments of endowment funds, term endowment funds, and quasi-endowment funds. (F 1)

ENDOWMENT FUNDS. Funds received from a donor with the restriction that the principal is not expendable. (Sometimes referred to as true endowment funds.) (F 1)

ENDOWMENT YIELD (DIVIDENDS, INTEREST, RENTS, ROYALTIES, ETC.). Earnings (not realized gains) on investments of endowments regardless of distribution made of the earnings to various institutional funds. Includes interest, dividends, and amortization of purchased discounts and premiums. (F 1)

EXECUTIVE, ADMINISTRATIVE AND MANAGERIAL. Persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision of it. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision, etc. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment, and to direct the work of others. Included in this category are all officers holding titles such as president, vice president, dean, director, or the equivalent, as well as officers subordinate to any of these administrators with such titles as associate dean, assistant dean, executive officer of academic departments (department heads or the equivalent) if their principal activity is administrative. (Note: Includes supervisors of professional employees. Excludes supervisors of nonprofessional employees [technical, clerical, craft, and service/maintenance force], as they are included within the specific categories of the personnel they supervise.) (S)

FACULTY (INSTRUCTION/RESEARCH). Persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic-rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. If their principal activity is instructional, this category includes deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or the equivalent). Student teachers or research assistants are not included in this category. (Note: This definition pertains only to the Fall Staff survey. Use the definition entitled Instructional Faculty when responding to the Institutional Characteristics survey and the survey of Salaries, Tenure, and Fringe Benefits of Full-Time Instructional Faculty.) (S)

FALL TERM. That part of the academic year that begins on or about September 1 to October 1. (EA 1, 2)

FELLOWSHIPS. Grants-in-aid and trainee stipends to graduate students. Excludes funds for which services to the institution must be rendered, such as payments for teaching, or student loans. (F 1, 2, 3)

FILMS. Materials with or without recorded sound, bearing a sequence of images that create the illusion of movement when projected in rapid succession (usually 18 or 24 frames per second). Films are produced in a variety of sizes (8, super 8, 16, 35, 55, and 70 mm) and a variety of formats (cartridge, cassette, loop, and reel). (L)

FIPS CODE. The Federal Information Processing Standards (FIPS) code used throughout the Federal Government as a State identification code. (R 1, 2)

FIRST-PROFESSIONAL CERTIFICATE (POST-DEGREE). An award that requires completion of an organized program of study designed for persons who have completed the first-professional degree. Examples could be refresher courses, or additional units of study in a specialty or subspecialty. (IC 1)

FIRST-PROFESSIONAL DEGREE. An award that requires completion of a program that meets all of the following criteria: (1) completion of the academic requirements to begin practice in the profession; (2) at least 2 years of college work before entrance to the program; and (3) a total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself.

First-professional degrees may be awarded in the following 10 fields:

Chiropractic (D.C. or D.C.M.)
Dentistry (D.D.S. or D.M.D.)
Medicine (M.D.)
Optometry (O.D.)
Osteopathic Medicine (D.O.)
Pharmacy (D.Phar.)
Podiatry (Pod.D. or D.P.)
Veterinary Medicine (D.V.M.)
Law (L.L.B., J.D.)
Theology (M.Div. or M.H.L. or B.D.)

(IC 1) (C 1)

FIRST-PROFESSIONAL STUDENT. A student enrolled in any of the following degree programs:

Chiropractic (D.C. or D.C.M.)
Dentistry (D.D.S. or D.M.D.)
Medicine (M.D.)
Optometry (O.D.)
Osteopathic Medicine (D.O.)
Pharmacy (D.Phar.)
Podiatry (Pod.D. or D.P.)
Veterinary Medicine (D.V.M.)
Law (L.L.B., J.D.)
Theology (M.Div. or M.H.L. or B.D.)

(EF 1) (EA 1) (R 1)

FIRST-TIME FIRST-PROFESSIONAL STUDENT. A student enrolled for the first time in a first-professional degree program. Includes first-professional students enrolled in the fall term who entered the institution in the prior summer term. (EF 1) (R 1)

FIRST-TIME FIRST-YEAR STUDENT. A student attending any institution for the first time at the undergraduate level. (EF 2) (R 2)

FIRST-TIME FRESHMAN. An entering freshman who has never attended any college. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school). (EF 1) (R 1)

FIRST-TIME GRADUATE-LEVEL STUDENT. A person enrolled at the graduate level for the first time. Includes graduate students enrolled in the fall term who attended graduate school in the prior summer term. (EF 1) (R 1)

FIRST-TIME STUDENT. A student attending any institution for the first time. That is, the student enters an institution with no credit toward a degree or award at the level enrolled (e.g., graduate student or first-professional student). (EF 1, 2) (R 1)

FIRST-YEAR STUDENT. A student who has completed less than the equivalent of one full year of undergraduate work, that is, less than 30 semester hours in a 120-hour degree program. (EF 1, 2)

FOUR-ONE-FOUR PLAN. The 4-1-4 calendar consists of 4 courses taken for four months, 1 course taken for one month, and 4 courses taken for four months. There may be an additional summer session. (IC 1, 2, 3)

FOURTH YEAR AND BEYOND. An undergraduate student who has completed the equivalent of three years of full-time undergraduate work, that is, at least 90 semester hours in a 120-hour degree program. (EF 1)

FRESHMAN. A first-year undergraduate student. (IC 1, 2) (EF 1, 2)

FRINGE BENEFITS. Cash contributions in the form of supplementary or deferred compensation other than salary. Excludes the employees's contribution. (SA) (F 1, 2, 3)

FULL-TIME EQUIVALENT STAFF (EMPLOYEES). The sum of the number of full-time staff (employees) plus the number of full-time equivalent of part-time staff. (L)

FULL-TIME STAFF. Persons on the payroll of the institution (or reporting unit) and classified by the institution as full-time. Includes faculty on Sabbatical leave, and persons who are on leave but remain on the payroll. (S)

FULL-TIME STUDENT.

Undergraduate:	A student enrolled for 12 or more semester credits; or 12 or more quarter credits; or 24 contact hours a week each term.
Graduate:	A student enrolled for 9 or more semester credits, or 9 or more quarter credits.
First-professional:	As defined by the institution.

(IC 1, 2, 3) (EF 1, 2)

GOVERNMENT APPROPRIATIONS (REVENUES). Revenues received by an institution through acts of a legislative body. These funds are for meeting current operating expenses and not for specific projects or programs. Examples are Federal land grant appropriations and Federal revenue sharing funds. (F 1, 2, 3)

GOVERNMENT DOCUMENT TITLES. Materials in book, serial, or other form of library materials that are published by a government agency. These include publications of Federal, State, local, and foreign governments, and intergovernmental organizations to which governments belong and appoint representatives (such as the United Nations, Organization of American States, and the Erie Basin Commission). (L)

GOVERNMENT GRANTS AND CONTRACTS (REVENUES). Revenues from governmental agencies that are for specific research projects or other types of programs. Examples are research projects, training programs, and similar activities for which amounts are received or expenditures are reimbursable under the terms of a government grant or contract. Includes Pell Grants. (F 1, 2, 3)

GRADUATE STUDENT. A student who holds a bachelor's or first-professional degree, or equivalent, and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate programs. (IC 1) (EF 1) (EA 1)

GRAPHIC MATERIALS. Materials for viewing without sound. The materials may or may not be projected or magnified. They include art originials, art prints, art reproductions, slides, transparencies, filmstrips, photographs, pictures, postcards, posters, and study prints. (L)

GUARANTEED STUDENT LOANS (GSL)/FEDERALLY INSURED STUDENT LOANS (FISL). (Public Law 89-329, as amended, Public Law 91-95, as amended, Public Law 94-482, Higher Education Act of 1965, Title IV-B; 20 U.S. Code, sec. 1071-1976.) Provides for low-interest loans for students attending nearly 4,600 eligible institutions of higher education in the United States and abroad, as well as about 4,300 vocational, technical, business, and trade schools. (IC 1, 2, 3)

HEARING IMPAIRED. Any person whose hearing loss is sufficiently severe to adversely affect educational performance. (IC 1, 2, 3)

HIGHER EDUCATION ASSISTANCE LOAN (HEAL). Federally insured loans to students attending eligible health professions schools. Sec. 730 of the Public Health Service Act requires HEAL schools to maintain records on student loans granted under this program. (IC 1, 2, 3)

HIGH SCHOOL DIPLOMA OR RECOGNIZED EQUIVALENT. A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the Tests of General Educational Development (GED) or another State specified examination. (IC 1, 2, 3)

HISPANIC. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. (EF 1, 2, 3) (C 1, 2, 3) (EP)

HOME STUDY. Method of instruction designed for students who live at a distance from the teaching institution. Instructional materials are provided to the student through various media with structured units of information, assigned exercises for practice, and examinations to measure achievement, which in turn are submitted to the teaching institution for evaluation. (IC 1, 2, 3)

HOSPITALS (EXPENDITURES). Expenditures associated with the operation of a hospital, including nursing expenses, other professional services, general services, administrative services, fiscal services, and charges for physical plant operations. (F 1)

HOSPITALS (REVENUES). Revenues generated by a hospital operated by the institution. Includes gifts, grants, appropriations, research revenues, endowment income, and revenues of health clinics that are part of the hospital unless such clinics are part of the student health services program. Also includes all amounts appropriated by governments (Federal, State, local) for the operation of hospitals. (F 1)

INDEPENDENT OPERATIONS (EXPENDITURES). Funds expended for operations that are independent of or unrelated to the primary missions of the institution (i.e., instruction, research, public service) although they may indirectly contribute to the enhancement of these programs. This category is generally limited to expenditures of a major Federally funded research and development center. (F 1)

INDEPENDENT OPERATIONS (REVENUES). Revenues associated with operations independent of or unrelated to the primary missions of the institution (i.e., instruction, research, public service) although they may indirectly contribute to the enhancement of these programs. This category generally includes only those revenues associated with major Federally funded research and development centers. (F 1)

IN-STATE STUDENT. A student who is a legal resident of the State in which he/she attends school. (IC 1, 2)

INSTITUTIONAL ACCOUNT. An account in which the institution maintains fiscal control of revenues or expenditures and has full knowledge of the amounts flowing through the account. (F 1)

INSTITUTIONAL SUPPORT (EXPENDITURES). Expenditures for the day-to-day operational support of the institution. Includes expenditures for general administrative services, executive direction and planning, legal and fiscal operations, and public relations/development. Excludes expenditures for physical plant operations. (F 1, 3)

INSTITUTIONAL SYSTEM. Two or more institutions of higher education under the control or supervision of a single administrative body. (IC 1, 2, 3)

INSTRUCTIONAL FACULTY. Instruction/Research staff employed full-time as defined by the institution and whose major regular assignment is instruction, including those with released time for research. (Note: This definition pertains only to the Institutional Characteristics survey and the survey of Salaries, Tenure, and Fringe Benefits of Full-Time Instructional Faculty. Use the definition entitled Faculty (Instruction/Research) when responding to the Fall Staff survey.) (IC 1, 2) (SA)

INSTRUCTION (EXPENDITURES). Expenditures of the colleges, schools, departments, and other instructional divisions of the institution and expenditures for departmental research and public service that are not separately budgeted. Includes expenditures for credit and noncredit activities. Excludes expenditures for academic administration where the primary function is administration (e.g., academic deans). This category also includes general academic instruction, occupational and vocational instruction, special session instruction, community education, preparatory and adult basic education, and remedial and tutorial instruction conducted by the teaching faculty for the institution's students. (F 1, 2, 3)

INSTRUCTION/RESEARCH ASSISTANTS. Students employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. These positions are typically held by graduate students having titles such as teaching assistant, teaching associate, teaching fellow, or research assistant. Students in the College Work Study Program are not included in this category. (S)

INTERLIBRARY LOANS. Transactions in which library materials, or copies of the materials, are made available by one library to another upon request. Loans include providing and receiving. Libraries involved in these interlibrary loans cannot be under the same administration or on the same campus. (L)

JOB TRAINING PARTNERSHIP ACT (JTPA). Legislation effective beginning Federal fiscal year 1984, enabling Private Industry Councils (PICs) in service areas defined within each State to support job training programs. Provisions of the legislation deal with the authority of the councils, the range of allowable programs, and special populations to be served. (IC 1, 2, 3)

LIBRARIAN. An individual doing work that requires professional training and skill in the theoretical or scientific aspect of library work, or both, as distinct from its mechanical or clerical aspect. (L)

LIBRARY. An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. This includes units meeting the above definition which are part of a learning resource center. (L)

LIBRARY MATERIALS ACQUISITIONS (EXPENDITURES). Expenditures for all print material, microfilm, microfiche, audiovisual materials such as records and films, and computer software. Excludes expenditures for hardware of any kind (e.g., computer terminals, microfiche readers, record players, and projectors). (F 1, 2, 3)

LOCAL EDUCATION AGENCY (LEA). A public board of education or other public authority legally constituted within a State for either administrative control of or direction of, or to perform service functions for, public elementary or secondary schools in: (1) a city, county, township, school district, or other political subdivision of a State; (2) such combination of school districts or counties a State recognizes as an administrative agency for its public elementary or secondary schools; (3) any other public institution or agency that has administrative control and direction of a public elementary or secondary school; and (4) any other public institution or agency that has administrative control and direction of a vocational education program. (IC 1, 2, 3)

LOCAL RESIDENT. A student who is a legal resident of the locality in which he/she attends school. (IC 1, 2)

MACHINE-READABLE MATERIALS. Materials that exist in media such as punched cards, magnetic tape and disks, and digital videodisks that are designed to be processed by a computer or other machine. Examples are U.S. Census data tapes and reference tools on tape or disk. Excludes the bibliographic records used to manage the collection and the physical components of a computer (hardware). (L)

MANDATORY TRANSFERS. Those transfers that must be made to fulfill a binding legal obligation of the institution. Includes mandatory debt-service provisions relating to academic and administrative buildings, including (1) amounts set aside for debt retirement and interest, and (2) required provisions for renewal and replacements to the extent not financed from other sources. Also includes the institutional matching portion for National Defense Student Loans (NDSL) when the source of funds is current revenue. (F 1)

MANUSCRIPTS. Handwritten or typed documents, including carbon copies. (L)

MASTER'S DEGREE. An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree. (IC 1) (C 1)

MICROFORMS. Photographic reproductions of textual, tabular, or graphic materials reduced in size so that they can be used only with magnification. The two main types of microforms are microreproductions on transparent material (roll microfilm, aperture cards, microfiche, and ultrafiche) and reproductions on opaque materials. Serial subscriptions are not included in this category. (L)

MILITARY INSTALLATIONS. One or more buildings or sites owned or operated by the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard, including Reserves and National Guard. (IC 1, 2, 3)

MOBILITY IMPAIRED. Any person who must use a standard manual or electric wheelchair or other assistive device to move from place to place, or any person who otherwise finds stairs and other similar physical features impediments to movement. (IC 1, 2, 3)

MULTI-INSTITUTION SYSTEM. An institution that has either: (1) two or more sites or campuses responsible to one administration which may or may not be located on one of the sites or campuses, or (2) a primary site or main campus with one or more branches attached to it. (IC 1, 2, 3)

NATIONAL DIRECT STUDENT LOAN PROGRAM (NDSL). (Public Law 83-329, as amended, Public Law 94-482, Higher Education Act of 1965, Title IV; 42 U.S. Code, sec. 2571-1976). Helps set up funds at higher education institutions for making low-interest loans to needy graduate, undergraduate, and vocational students attending at least half-time. (IC 1, 2, 3)

NEWSPAPERS. Those serials that are designed mainly to be a primary source of written information on current events. They may also include articles as well as illustrations, advertisements, legal notices, and vital statistics. Newspapers appear with a masthead and are usually printed on newsprint without a cover. (L)

NINE/TEN MONTH SALARY CONTRACT. The contracted teaching period of faculty employed for two semesters, three quarters, two trimesters, two 4-month sessions, or the equivalent. (SA)

NON-CREDIT COURSE. A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award. (IC 1, 2, 3) (EF 1, 2)

NON-DEGREE SEEKING STUDENTS. Students enrolled in courses for credit who are not recognized by the institution as seeking a degree or formal award. (EF 1, 2)

NON-MANDATORY TRANSFERS. Those transfers from current funds to other fund groups made at the discretion of the governing board to serve a variety of objectives, such as additions to loan funds, quasi-endowment funds, general or specific plant additions, voluntary renewals and replacement of plant, and prepayments on debt principal. (F 1)

NON-RESIDENT ALIEN. A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. (EF 1, 2, 3) (EP) (C 1, 2, 3)

OFF-CAMPUS CENTERS (EXTENSION CENTERS). A site of an educational institution that is outside the physical confines of its parent institution, that is not temporary, and offers courses that are part of an organized program at the parent institution. (EF 1, 2, 3) (EP)

OFF-CAMPUS FACILITY. A facility located some distance away from the educational institution which operates it. (IC 1, 2, 3)

OFFICIAL FALL REPORTING DATE. The date (in the fall) on which an institution must report fall enrollment data to either the State, its board of trustees, or some other external governing body. (EF 1, 2, 3) (EP)

ONLINE REFERENCE TRANSACTION DATABASE SEARCHES. Reference transactions in which the source used is one or more databases searched online by a computer. (L)

OPERATION AND MAINTENANCE OF PLANT (EXPENDITURES). Expenditures for operations established to provide service and maintenance related to campus grounds and facilities used for educational and general purposes. (F 1, 2, 3)

OTHER SOURCES (REVENUES). Revenues or items not covered elsewhere. Examples are interest income and gains (net of losses) from investments of unrestricted current funds, miscellaneous rentals and sales, expired term endowments, and terminated annuity or life income agreements, if not material. Also includes revenues resulting from the sales and services of internal service departments to persons or agencies external to the institution (e.g., the sale of computer time). (F 1, 2, 3)

OTHER THAN NINE/TEN MONTH AND ELEVEN/TWELVE MONTH SALARY CONTRACT. The contracted teaching period of faculty employed for other than two semesters, three quarters, two trimesters, two 4-month sessions, or 11-12 months, but still considered full-time employees as defined by the institution. (SA)

OUT-OF-STATE CENTERS. Sites where courses or programs are offered that are in a State different from the State of the main campus. (R 1, 2)

OUT-OF-STATE STUDENT. A student who is not a legal resident of the State in which they attend school. (IC 1, 2)

PARENT INSTITUTION. The administrative unit or institution in a multi-institutional system through which all the system's institutions, branches, and programs are linked. (IC 1, 2, 3)

PART-TIME STAFF. Persons on the payroll of the institution (or reporting unit) and classified by the institution as part-time. Students in the College Work Study Program or casual employees (e.g., persons who are hired to help at registration time or to work in the bookstore for a day or two at the start of a session) are not considered part-time staff. (S)

PART-TIME STUDENT.

Undergraduate:	A student enrolled for either 11 semester credits or less, or 11 quarter credits or less, or less than 24 contact hours per week.
Graduate:	A student enrolled for either 8 semester credits or less, or 8 quarter credits or less.

(IC 1, 2, 3) (EF 1, 2)

PELL GRANTS. (Public Law 92-318, as amended, Public Law 94-482, Education Amendments of 1972, Title IV; 20 U.S. Code, sec. 1070a-1976.) A source of Federal student financial aid that provides eligible undergraduate students with need-based grants to help them defray the cost of postsecondary education. (Note: Grant limitations are subject to change with revised legislation.) (IC 1, 2, 3)

PERIODICALS. A publication in any medium intended to appear indefinitely at regular or stated intervals, generally more frequently than annually. Individual issues are numbered consecutively or dated and normally contain separate articles, stories, or other writings. Do not include newspapers disseminating general news, and the proceedings, papers, or other publications of corporate bodies primarily related to their meetings. (L)

PLACEMENT SERVICE FOR PROGRAM COMPLETERS. Assistance for students in evaluating their career alternatives as well as in obtaining full-time employment upon leaving the institution. (IC 1, 2, 3)

POSTBACCALAUREATE CERTIFICATE. An award that requires completion of an organized program of study requiring 30 credit hours beyond the bachelor's; designed for persons who have completed a baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of master. (IC 1) (C1)

POSTBACCALAUREATE STUDENT. A student with a bachelor's degree, enrolled in graduate or first-professional courses. (EF 1)

POSTBACCALAUREATE STUDENTS NOT IN GRADUATE PROGRAMS. A student who has earned a baccalaureate degree and is enrolled in a graduate course at an institution, but who has not been granted graduate student status. (EF 1)

POST-MASTER'S CERTIFICATE. An award that requires completion of an organized program of study of 60 credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level. (IC 1) (C 1)

POSTSECONDARY AWARDS, CERTIFICATES OR DIPLOMAS (LESS THAN ONE ACADEMIC YEAR). Requires completion of an organized program of study at the postsecondary level in less than 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full-time. (IC 1, 2, 3) (C 1, 2, 3)

POSTSECONDARY AWARDS, CERTIFICATES OR DIPLOMAS (AT LEAST ONE BUT LESS THAN TWO ACADEMIC YEARS). Requires completion of an organized program of study at the postsecondary level in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours. (IC 1, 2, 3) (C 1, 2, 3)

POSTSECONDARY AWARDS, CERTIFICATES OR DIPLOMAS (AT LEAST TWO BUT LESS THAN FOUR ACADEMIC YEARS). Requires completion of an organized program of study at the postsecondary level in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours. (IC 1, 2, 3) (C 1, 2)

POSTSECONDARY EDUCATION. The provision of a formal instructional program whose curriculum is designed primarily for students who have completed the requirements for a high school diploma or its equivalent. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs. (IC 1, 2, 3)

PREDOMINANT CALENDAR SYSTEM. The method by which an institution structures most of its courses for the calendar year. (IC 1, 2, 3)

PRINT MATERIALS. All materials consisting primarily of words and usually produced by making an impression with ink on paper. Included in this category are materials that do not require magnification: books, government documents, braille materials, ephemeral print materials, and the like. Excludes serial subscriptions and microforms. (L)

PRIVATE GIFTS, GRANTS, AND CONTRACTS (REVENUES). Revenues from private donors for which no legal consideration is involved and from private contracts for specific goods and services provided to the funder as stipulation for receipt of the funds. Includes only those gifts, grants, and contracts that are directly related to instruction, research, public service, or other institutional purposes. Includes monies received as a result of gifts, grants, or contracts from a foreign government. Also includes the estimated dollar amount of contributed services. (F 1)

PROFESSIONAL NON-FACULTY. Persons employed for the primary purpose of performing academic support, student service, and institutional support activities, whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Includes employees such as librarians, accountants, persons who sell educational services, student personnel workers, counselors, systems analysts, and coaches. (S)

PROGRAM. A combination of courses and related activities organized for the attainment of broad educational objectives described by the institution. (IC 1, 2, 3) (C 1, 2, 3)

PROGRAM WITH NO FORMAL AWARD. Any formally organized program with stated occupational objectives and well defined completion requirements that does not lead to a formal award. (IC 1, 2, 3)

PUBLIC SERVICE (EXPENDITURES). Funds budgeted specifically for public service and expended for activities established primarily to provide non-instructional services beneficial to groups external to the institution. Examples are seminars and projects provided to particular sectors of the community, and expenditures for community services and cooperative extension services. (F 1, 3)

QUARTER CALENDAR SYSTEM. An academic year consisting of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks. There may be an additional quarter in the summer. (IC 1, 2, 3)

QUASI-ENDOWMENT FUND. A fund established by the governing board to function like an endowment fund but which may be totally expended at any time at the discretion of the governing board. (Sometimes referred to as funds functioning as endowment.) (F 1)

RACE/ETHNICITY. Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens and resident aliens (holders of Form I-551/155) are:

Black, Non-Hispanic
American Indian or Alaskan Native
Asian or Pacific Islander
Hispanic
White, Non-Hispanic

(EF 1, 2, 3) (EP) (C 1, 2, 3)

REFERENCE TRANSACTIONS. An information contact that involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Information sources include printed and non-printed materials, machine-readable databases (including computer assisted instruction), catalogs and other holdings, records, and, through communication or referral, other libraries and institutions, and persons both inside and outside the library. Includes information and referral services. (L)

REMEDIAL INSTRUCTIONAL PROGRAM/COURSES. Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting. (IC 1, 2, 3) (EF 1, 2) (EA 1, 2)

RESEARCH (EXPENDITURES). Funds expended for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution. (F 1)

RESERVE COLLECTION. Those materials that have been removed from the general library collection and set aside in a library so they will be on hand for a certain course of study or activity in process. Usually, the circulation and length of loan of items in a reserve collection are restricted so that these items will be available to many users who have need of them within a limited time period. (L)

RESIDENCE. A person's permanent address determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian. (IC 1, 2) (R 1, 2)

RESTRICTED CURRENT FUNDS. Those funds available for financing operations but which are limited by donors and other external agencies to specific purposes, programs, departments, or schools. Externally imposed restrictions are to be contrasted with internal designations imposed by the governing board on unrestricted funds. (F 1, 2, 3)

ROOM CHARGES. The charges for an academic year for rooming accommodations of a typical student sharing a room with one other student. (IC 1, 2)

SALES AND SERVICES OF EDUCATIONAL ACTIVITIES (REVENUES). Revenues from the sales of goods or services that are incidental to the conduct of instruction, research or public service. Examples include film rentals, scientific and literary publications, testing services, university presses, dairy products, machine shop products, data processing services provided by students as part of their instruction, cosmetology services, and sales of handcrafts prepared in classes. (F 1, 2, 3)

SCHOLARSHIPS. Grants-in-aid, trainee stipends, tuition and fee waivers, and prizes to undergraduate students. (F 1, 2, 3)

SCHOLARSHIPS AND FELLOWSHIPS (EXPENDITURES). Expenditures given in the form of outright grants and trainee stipends to individuals enrolled in formal coursework, either for credit or non-credit. Includes Pell Grants and aid to students in the form of tuition or fee remissions. Excludes those remissions that are granted because of faculty or staff status. Also excludes College Work Study Program expenses. (F 1, 2, 3)

SECOND-YEAR STUDENT. A student who has completed the equivalent of one year of full-time undergraduate work, that is, at least 30 semester hours but less than 60 semester hours in a 120-hour program. (EF 1)

SERIALS. Publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies; they may include monographic and publishers' series. (L)

SERVICE/MAINTENANCE. Persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience and hygiene of personnel and students or that contribute to the upkeep and care of buildings, facilities or grounds of the institutional property. Includes chauffeurs, laundry and dry cleaning operatives, cafeteria and restaurant workers, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, construction laborers, and security personnel. (S)

SINGLE INSTITUTION. A postsecondary institution that operates independently from other institutions. The institution may offer instruction at more than one geographic site, but all administration and governance and recordkeeping are at one site. (IC 1, 2, 3)

SKILLED CRAFTS. Persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or though apprenticeship or other formal training programs. Includes mechanics and repairers, electricians, stationary engineers, skilled machinists, upholsterers, carpenters, compositors, and type-setters. (S)

SPECIAL ADMISSIONS TESTS. Tests prepared by or for a particular institution, or State (for State institutions) and administered by the institution, for purposes of determining prospective students' skills and competencies. (IC 1, 2, 3)

STANDARDIZED ADMISSIONS TESTS. Tests prepared and administered by an agency independent of any postsecondary education institution, for purposes of making available to prospective students information about the students' academic qualifications relative to a national sample. Examples are the Scholastic Aptitude Test (SAT) and the American College Testing (ACT). (IC 1, 2, 3)

STUDENT SERVICES (EXPENDITURES). Funds expended for admissions, registrar activities, and activities whose primary purpose is to contribute to students' emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instructional program. Examples are career guidance, counseling, finanical aid administration, and student health services (except when operated as a self-supporting auxiliary enterprise). (F 1, 2, 3)

SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANTS (SEOG). (Public Law 92-318, as amended, Public Law 94-482, Higher Education Act of 1965, Title IV; Subpart A-2; 20 U.S. Code, sec. 1070b-1976.) Federal grants that provide financial assistance to undergraduate students with demonstrated financial need to enable them to attend college. The grants are made directly to institutions of higher education, which select students for the awards. (Note: Grant limitations are subject to change with revised legislation.) (IC 1, 2, 3)

TECHNICAL AND PARAPROFESSIONALS. Persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work, such as offered in many 2-year technical institutes, junior colleges, or through equivalent on-the-job training. Includes computer programmers and operators, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, dieticians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and similar occupational categories which are institutionally defined as technical assignments. Includes persons who perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience than normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. (S)

TELECOMMUNICATIONS. All types of telephone services and such services as electronic mail, teleconferencing, telefacsimile, teletype, telex, etc. (L)

TENURE. Status of a personnel position, or a person occupying a position or occupation, with respect to permanence of position. (SA)

TENURE TRACK. Positions that lead to consideration for tenure. (SA)

TERM ENDOWMENT FUNDS. Funds for which the donor has stipulated that the principal may be expended after a stated period or on the occurrence of a certain event. (F 1)

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL). Standarized test designed to determine an applicant's ability to benefit from instruction in English. (IC 1, 2, 3)

THIRD-YEAR STUDENT. A student who has completed the equivalent of 2 years of full-time undergraduate work, that is, at least 60 semester hours, but less than 90 semester hours in a 120-hour program. (EF 1)

TITLES. Publications that form a separate bibliographic whole, whether issued in one or several volumes, reels, disks, slides, or parts. Applies equally to printed materials, such as books and periodicals, as well as to audiovisual materials and microforms. (L)

TRANSFER STUDENT. A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (undergraduate, graduate, etc.). (R 1, 2)

TRIMESTER. An academic year consisting of 3 terms of about 15 weeks each. (IC 1, 2, 3)

TUITION AND FEES (REVENUES). Charges assessed against students for educational purposes. Includes tuition and fee remissions or exemptions even though there is no intention of collecting from the student. Includes those tuitions and fees that are remitted to the State as an offset to the State appropriation. Excludes charges for room, board, and other services rendered by auxiliary enterprises. (F 1, 2, 3)

TUITION AND REQUIRED FEES.

Tuition:	Amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.
Required fees:	Fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does not pay the charge is an exception.

(IC 1, 2, 3)

UNCLASSIFIED STUDENT. A student taking courses creditable toward a degree or other formal award who cannot be classified by academic level. For example, this could include a transfer student whose earned credits have not been determined at the time of the fall report. (EF 1, 2)

UNDERGRADUATE. A student enrolled in a four-year or five-year bachelor's degree program, in an associate's degree program, or in a vocational or technical program below the baccalaureate. (IC 1, 2) (EF 1, 2) (EA 1) (R 1, 2)

UNIVERSITY WITHOUT WALLS/OPEN UNIVERSITY. Educational institutions with open admissions policies that have no campus residency requirements and often use non-traditional delivery systems (telecourses, etc.). (IC 1)

UNRESTRICTED CURRENT FUNDS. Funds, including institutional funds, received for which no stipulation was made by the donor or other external agency as to the purpose for which the funds should be expended. (F 1, 2, 3)

VESTED RETIREMENT PLAN. One in which the full amount of the contribution by the institution, State and local government, with accumulations thereon, will be made available as a benefit in case of death while in service and with no forfeiture in case of resignation or dismissal from the institution. (SA)

VETERANS ADMINISTRATION EDUCATION BENEFITS (VA). Those benefits that are paid for student assistance at approved postsecondary education institutions for three types of beneficiaries: surviving wives and children, discharged veterans, and active armed-services employees in special programs. (IC 1, 2, 3)

VIDEO MATERIALS. Materials on which both pictures and sound are recorded. Electronic playback reproduces both pictures and sounds using a television receiver or monitor. (L)

VISUALLY IMPAIRED. Any person whose sight loss is sufficiently severe to adversely affect educational performance. (IC 1, 2, 3)

VOLUME. Any printed, typewritten, handwritten, mimeographed, or processed work, contained in one binding or portfolio, handbound or paperbound, that has been cataloged, classified, or otherwise made ready for use. (L)

WHITE, NON-HISPANIC. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. (EF 1, 2, 3) (EP) (C 1, 2, 3)